

STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES  
**OFFICE OF LICENSING/ INSPECTION/VIOLATION REPORT**

<b>Center Name:</b> Little Duck Day School	<b>Center ID#:</b> 14LIT0015	<b>County:</b> Morris
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<b>Address:</b> 11 Hanover Road & 3 James Street	<b>City:</b> Florham Park	<b>Zip Code:</b> 07932	<b>Email:</b> tracyownes21@hotmail.com
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<b>Phone:</b> (973) 822-8100	<b>Fax:</b>	<b>Initial Inspection:</b> 7/8/2015	<b>License Status:</b> r 9/22/15; T 9/22/16; T 12/22/16; T 3/22/17
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Due Date(s):*	8/10/2015	9/5/2015	12/17/2015	3/5/2016	4/16/2016	5/24/2016
Date(s) Reinspection:	8/21/2015	11/17/2015	2/19/2016	4/1/2016	5/9/2016	7/5/2016
Due Date(s):*	8/5/2016	2/5/2017	4/15/2017			
Date(s) Reinspection:	1/5/2017	3/15/2017				
Due Date(s):*						
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**Center is in compliance with requirements as of:** 3/20/2017 *\*Reinspection occurs on or soon after due date*

center closed from 8/24-8/31/15; 3/3/16 email received; email received 3/20/17

Renewal ☒   
 Initial ☐   
 Monitor ☐   
 Increase ☐   
 Age Change ☐   
 Relocation ☐   
 New Sponsor ☐   
 Space Evaluation ☐

Complaint #

Date Cited M/D/Year	Date Abated M/D/Year	Based on a inspection(s) conducted by the Office of Licensing (OOL) the above date(s), the center needs to take the following actions in order to come into compliance with the MANUAL OF REQUIREMENTS FOR CHILD CARE CENTERS (N.J.A.C. 10:122):
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**Supervision, Staff/Child Ratios & Space**

		<input type="checkbox"/> 1. Provide 2 staff to work with the children: when 6 or more children are present; on any field trip, outing, or special event away from the center regardless of transportation; or with more than 12 school-age children on walks.
		<input type="checkbox"/> 2. Provide immediate access to 1 additional adult for the school-age program when it is permitted to operate with only 1 staff member present.
8/21/2015	11/17/2015	<input checked="" type="checkbox"/> 3. Ensure that children are supervised by a staff member at all times.

Notes:

7/8/2015	2/19/2016	<input checked="" type="checkbox"/> 4. Develop and implement a method to keep track of all the children, including at off-site locations.
8/21/2015	11/17/2015	<input checked="" type="checkbox"/> 5. Maintain required staff to meet ratios: when children are awake; sleeping; on premises during naptime.

Notes:

		<input type="checkbox"/> 6. Ensure that staff meet minimum age requirements and those below 18 years old and new staff who have not completed orientation are directly supervised by staff at least 18 years old.
		<input type="checkbox"/> 7. Limit group size to 12 infants (under 18 months), 20 children for early childhood or 30 children for school-age
		<input type="checkbox"/> 8. Cease caring for children below 2 ½ years of age.
		<input type="checkbox"/> 9. Provide care for no more than 5 children below 2 ½ years of age if center has an E (Educational) Use Certificate of Occupancy (C.O.) issued prior to 11/5/03.
7/8/2015	4/1/2016	<input type="checkbox"/> 10. Assign a primary caregiver for group of 4 infants and 6 toddlers.
8/24/2015	2/19/2016	<input checked="" type="checkbox"/> 11. Post the center's license in a prominent location in each building.
		<input type="checkbox"/> 12. Operate within the center's licensed capacity and within each room's capacity.

Note: If number is checked, see attachment page(s) for clarification.

Notes:		
		<input type="checkbox"/> 13. Identify and maintain space requirements for all rooms approved by the OOL for children's use; make unapproved space inaccessible to children.
7/8/2015	11/17/2015	<input checked="" type="checkbox"/> 14. Ensure the children's health, safety and well-being.
Notes: Ensure the gym program is conducted on the playground and not in the parking lot.		
<i>Activities &amp; Discipline</i>		
		<input type="checkbox"/> 15. Ensure that staff interact with children and provide children with: free choice of materials; a mixture of active and quiet experiences; a mixture of staff-directed and child-selected activities.
		<input type="checkbox"/> 16. Provide a sufficient variety of age-appropriate activities.
		<input type="checkbox"/> 17. Provide age-appropriate time frames for each activity.
8/21/2015	11/17/2015	<input checked="" type="checkbox"/> 18. Provide enough supplies, furniture and equipment for the required activities.
		<input type="checkbox"/> 19. Plan and implement opportunities for school-age children's involvement in activity planning.
		<input type="checkbox"/> 20. Take children outdoors daily.
		<input type="checkbox"/> 21. Provide daily structured and unstructured indoor and outdoor energetic physical activity that promotes coordination and movement skills: 30 minutes for children in care less than 4 hours; 60 minutes for children in care more than 4 hours. Avoid inactivity for more than 30 minutes unless eating or sleeping.
7/8/2015	3/3/2016email	<input type="checkbox"/> 22. Develop policies/plans for use of TV/computer/video by children: under 2 years; over 2 years; with special needs; in care less than 4 hours; in care more than 4 hours.
		<input type="checkbox"/> 23. Ensure use of TV/computer/video is educational/instructional and age/developmentally appropriate, and not used as a substitute for planned activities or for passive viewing.
		<input type="checkbox"/> 24. Significantly limit the use of TV/computer/video for children under the age of 2.
		<input type="checkbox"/> 25. Prepare and post a written discipline policy including acceptable actions that staff members may take.
		<input type="checkbox"/> 26. Use positive methods of guidance and discipline consistent with children's age and developmental needs: prohibit corporal and/or emotional punishment.
Notes:		
		<input type="checkbox"/> 27. Ensure staff do not withhold active play times as a means of discipline unless a child's actions or behavior present a danger to themselves or others.
		<input type="checkbox"/> 28. Ensure that school-age children participate in the development of discipline rules or are made aware the discipline rules.
<i>Nutrition &amp; Rest</i>		
11/17/2015	4/1/2016	<input checked="" type="checkbox"/> 29. Ensure that food provided by the center is stored, prepared and served in a safe and sanitary manner..
Notes:		
4/1/2016	7/5/2016	<input checked="" type="checkbox"/> 30. Ensure uneaten food in a child's dish is discarded and unused food is stored appropriately and discarded after 24 hours if not consumed.
		<input type="checkbox"/> 31. Serve lunch for children present from 11:00am to 1:00pm who have not eaten lunch and are at the center for at least 5 consecutive hours.
		<input type="checkbox"/> 32. Provide the following additional food(s) for breakfast, lunch/dinner and/or snack:
Notes:		
		<input type="checkbox"/> 33. Serve snack for children attending the center for at least 3 consecutive hours and for all children attending after school.
		<input type="checkbox"/> 34. Provide nutritious food and beverages that comply with the manual/CACFP standards including a variety of fruits and vegetables and a high portion of whole grains; limit foods high in solid fats, added sugar, trans fats, and sodium. (Refer to CACFP standards at ( <a href="http://www.fus.usda.gov/cacfp/child-day-care-centers">www.fus.usda.gov/cacfp/child-day-care-centers</a> ))
7/8/2015	11/17/2015	<input checked="" type="checkbox"/> 35. Provide age-appropriate seating for children who no longer need to be held for feeding.
		<input type="checkbox"/> 36. Ensure feeding plans for children less than 18 months old include breastfeeding arrangements/ accommodations when applicable and are maintained in writing for children less than 12 months old.
7/8/2015	5/9/2016	<input checked="" type="checkbox"/> 37. Label each child's bottle with the child's name and date.
		<input type="checkbox"/> 38. Ensure milk, formula, and/or breast milk is not warmed in a microwave oven.
		<input type="checkbox"/> 39. Ensure formula or breast milk that is served but not completely consumed is discarded immediately or refrigerated and consumed within 24 hours.
		<input type="checkbox"/> 40. Ensure that bottles are not propped when children are feeding.
		<input type="checkbox"/> 41. Remove bottles and cups when children have fallen asleep and when crawling or walking.
		<input type="checkbox"/> 42. Provide daily rest period for each child aged 18 months to 5 years who attends the center for 4 or more consecutive hours and as needed for each child below 18 months.

Note: If number is checked, see attachment page(s) for clarification.

		<input type="checkbox"/> 43. Provide alternative activities for children who rest for 30 minutes and do not need more rest.
7/8/2015	11/17/2015	<input checked="" type="checkbox"/> 44. Provide the following sleeping equipment and bedding: cots; 1"mats; cribs; playpens; sheets; blankets.
Notes: Ensure children in the toddler class have sheets and blankets.		
		<input type="checkbox"/> 45. Ensure that sleeping equipment is free of pillows, soft bedding and other hazards when occupied by a sleeping child, and that bedding does not cover the child's face.
7/8/2015	11/17/2015	<input checked="" type="checkbox"/> 46. Identify and store individually each child's sleeping equipment and bedding.
		<input type="checkbox"/> 47. Provide enough light in rooms where children are napping to allow staff to see them.
7/8/2014	11/17/2015	<input type="checkbox"/> 48. Repair and/or replace sleeping equipment that is in disrepair.
		<input type="checkbox"/> 49. Ensure that mats used for rest and sleep are placed on a surface that is warm, dry and clean.
		<input type="checkbox"/> 50. Provide cribs that meet CPSC standards and maintain documentation on file.
		<input type="checkbox"/> 51. Provide infants/toddlers with opportunities to leave their sleeping equipment to crawl, walk and play.
		<input type="checkbox"/> 52. Ensure children 12 months and younger are initially placed in a face-up sleeping position unless indicated in writing by child's health care provider.

**Illnesses & Accidents**

		<input type="checkbox"/> 53. Designate an area where sick children can be separated from well children and provide rest equipment.
7/8/2015	4/1/2016	<input type="checkbox"/> 54. Maintain illness log including: child's name; date; symptoms of illness observed; center's actions, and date child returned to the center.
7/8/2015	3/15/2017	<input checked="" type="checkbox"/> 55. Notify parents immediately of: head/facial injury; bite that breaks the skin; fall from a height; injury requiring professional medical attention. Report other injuries by end of the day.
		<input type="checkbox"/> 56. Maintain an accident log that includes: name of child; date; time; location; description of accident/ injury; witnesses; type of first aid used; treatment/consultation by doctor; time of notification to parent.

**Administration & Parent Involvement**

		<input type="checkbox"/> 57. Provide the center's telephone number in writing or by e-mail to parents of all enrolled children.
7/8/2015	4/1/2016	<input type="checkbox"/> 58. Develop a table of organization indicating lines of authority, responsibility and job descriptions.
		<input type="checkbox"/> 59. Ensure that the director is scheduled to work 50 % of the center's daily operating hours.
		<input type="checkbox"/> 60. Designate someone in the center to carry out the director's responsibilities when the director is absent.
		<input type="checkbox"/> 61. Ensure that the head teacher, group teacher and program supervisor are scheduled to work at least 75 percent of the center's daily operating hours, or at least 6 hours a day, whichever is less.
		<input type="checkbox"/> 62. Ensure that the head teacher/group teacher schedule time in other classrooms.
		<input type="checkbox"/> 63. Establish and maintain a staff substitute system.
7/8/2015	3/3/2016email	<input type="checkbox"/> 64. Hold parent/staff conferences semi-annually and upon request.
		<input type="checkbox"/> 65. Choose 1 of the following 4 options for parent involvement, and maintain documentation at the center: governing board; advisory committee; annual meeting; annual open house.

**Program Records**

7/8/2015	3/20/2017	<input checked="" type="checkbox"/> 66. Complete and maintain at the center the staff records checklist.
Notes: Renewal CARIS		
7/8/2015	3/20/2017	<input type="checkbox"/> 67. Ensure that Child Abuse Record Information (CARI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff.
7/8/2015	3/20/2017	<input type="checkbox"/> 68. Ensure that Criminal History Record Information (CHRI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff.
7/8/2015	11/17/2015	<input checked="" type="checkbox"/> 69. Provide the following records for the director, head teacher, group teacher or program supervisor: education / training experience.
Notes: Submit documentation for education for group teacher.		
		<input type="checkbox"/> 70. Hire and submit the required documentation for the following: director; head teacher; group teacher; program supervisor.
Notes:		
5/9/2016	3/15/2017	<input checked="" type="checkbox"/> 71. Provide and document the orientation training provided within two weeks of hire to all staff members in: center operations; policies and procedures; supervision; tracking; group size limits; primary caregiver responsibilities; release policy; discipline policy; health practices; evacuating the center; using fire alarms; recognizing and reporting child abuse/neglect.
Notes:		
7/8/2015	3/15/2017	<input type="checkbox"/> 72. Maintain record of annual staff training on use of fire alarms and emergency evacuation procedures including evacuation and lock down.
		<input type="checkbox"/> 73. Ensure new directors complete staff development in Understanding Licensing Regulations within 90 days of hire.
7/8/2015	3/15/2017	<input type="checkbox"/> 74. Ensure that all full-time staff complete 10 hours annual training with 2 hours in each of the following core areas: child growth and development; positive guidance and discipline; health and safety.

**Note:** If number is checked, see attachment page(s) for clarification.

7/8/2015	3/15/2017	<input type="checkbox"/> 75. Ensure that the director, head teacher, group teacher and program supervisor complete 20 hours of annual training in 1 or more of the following: professional development approved by Professional Impact New Jersey or the National Child Care Association, or equivalent staff development in three or more of nine specific management areas including physical activity, special needs programming, & ADA guidelines.
		<input type="checkbox"/> 76. Maintain record of date, time, observation and purpose of consulting head teacher's 2 monthly on-site visits.
		<input type="checkbox"/> 77. Ensure that 2 staff members who have current certified basic knowledge of first aid principles and CPR are at the center at all times when enrolled children are present.
11/17/2015	2/19/2016	<input checked="" type="checkbox"/> 78. Complete and maintain at the center daily time sheets for staff and children with arrival and departure times.
		<input type="checkbox"/> 79. Maintain a written outline of daily activities.
7/8/2015	3/15/2017	<input type="checkbox"/> 80. Complete and maintain at the center the children's records checklist.

## Notes:

7/8/2015	3/15/2017	<input type="checkbox"/> 81. Review, at least annually, a list from the Consumer Product Safety Commission (CPSC) regarding unsafe products and provide staff and parents with CPSC website <a href="http://www.cpsc.gov/Recalls">www.cpsc.gov/Recalls</a>
7/8/2015	3/15/2017	<input type="checkbox"/> 82. Ensure that the Universal Health Record is updated annually and received upon admission to the center unless records are coming from another state or country, where a 30 day grace period is permitted.
		<input type="checkbox"/> 83. Ensure staff designated to administer medication are trained and that at least two staff are trained if using blood glucose monitors, nebulizers and/or epi-pens.
		<input type="checkbox"/> 84. Maintain medication records that include the following: child's name and parental authorization; name of the medication; illness being treated; dosage, frequency and other instructions; time and by whom the medication was administered; any adverse effects.
		<input type="checkbox"/> 85. Maintain documentation for pets at the center, including applicable vaccinations and parent notification.
		<input type="checkbox"/> 86. Maintain at the center and distribute to parents a written policy on communicable disease management.
		<input type="checkbox"/> 87. Maintain on file and follow the written policy on the release of children.
		<input type="checkbox"/> 88. Develop an expulsion policy which includes: circumstances; methods to notify parents; sufficient time limits; reasons for immediate expulsion; parental receipt of the policy.
7/8/2015	4/1/2016	<input checked="" type="checkbox"/> 89. Obtain from parents and maintain at the center: blanket permission slips for walks; individual permission slips for field trips, including information on type of vehicle used and designated drivers.
7/8/2015	11/17/2015	<input type="checkbox"/> 90. Maintain at the center documentation of a current comprehensive general liability insurance policy.

**Sanitation & Diapering**

7/8/2015	4/1/2016	<input checked="" type="checkbox"/> 91. Wash and disinfect: toilet training chairs and potty seats after each use; diapering surfaces after each use; toys mouthed by infants and toddlers after each use; mats after each use unless stored separately; sleeping equipment weekly; sheets and blankets weekly; tables before each meal.
2/19/2016	4/1/2016	<input checked="" type="checkbox"/> 92. Use a commercial disinfectant or a staff-made solution of 1 tablespoon bleach per quart of water.
7/8/2015	2/19/2016	<input type="checkbox"/> 93. Ensure that children wash their hands with soap and running water: before intake of food; after using the toilet; after having a diaper change; and as needed.
7/8/2015	3/15/2017	<input type="checkbox"/> 94. Ensure that staff wash their hands with soap and running water: before preparing or serving food; after assisting a child in toileting; after changing diapers; after contact with body fluids or secretions; and as needed.
		<input type="checkbox"/> 95. Provide disposable rubber gloves for contact with blood or vomit.
		<input type="checkbox"/> 96. Change each child's diaper when wet or soiled.
		<input type="checkbox"/> 97. Provide a diapering area within 15 feet of a sink not used for food preparation.
		<input type="checkbox"/> 98. Ensure that diapering does not take place in an area or on a surface used for food preparation.
		<input type="checkbox"/> 99. Maintain diapering surfaces as follows: flat; smooth; clean; dry; non-absorbent; in good repair.
		<input type="checkbox"/> 100. Place soiled disposable diapers in a closed container with a leakproof lining.

**Bathroom & Kitchen Facilities**

7/8/2015	7/8/2015	<input checked="" type="checkbox"/> 101. Ensure all toxic substances and medications are inaccessible to children.
Notes: Ensure all staff pocketbooks with medication is inaccessible to children.		
		<input type="checkbox"/> 102. Ensure that children cannot lock themselves in bathrooms.
		<input type="checkbox"/> 103. Provide bathroom supplies as follows: soap; toilet paper; individual/disposable towels; platforms.
		<input type="checkbox"/> 104. Securely fasten the bathroom equipment.
		<input type="checkbox"/> 105. Sand and paint rusted bathroom stall dividers.
		<input type="checkbox"/> 106. Ensure toileting privacy: for children (SA); when staff/adult uses the same toilet facility as children.
		<input type="checkbox"/> 107. Designate and visibly identify the staff/adult toilet facility.
		<input type="checkbox"/> 108. Provide 1 toilet facility and sink: on each floor used by children (EC); within 1 floor for children.(SA)
		<input type="checkbox"/> 109. Ensure hot tap water does not exceed 110 degrees Fahrenheit (EC) or 120 degrees Fahrenheit. (SA)
		<input type="checkbox"/> 110. Maintain in sanitary and operable condition: toilets; sinks; other plumbing fixtures.
		<input type="checkbox"/> 111. Provide a barrier to the kitchen area to prevent accidental access by children.
7/8/2015	11/17/2015	<input checked="" type="checkbox"/> 112. Keep microwave/toaster ovens: out of children's reach; secured; not used when children in area.
		<input type="checkbox"/> 113. Provide a working refrigerator, or access to a refrigerator, for perishable foods or medication.
		<input type="checkbox"/> 114. Ensure that food waste receptacles are lined and maintained in a sanitary condition.

**Health & Fire Safety**

		<input type="checkbox"/> 115. Provide and make accessible to staff; a fully standard first aid kit; an American Red Cross First Aid Manual or its equivalent.
		<input type="checkbox"/> 116. Post a sign in a prominent location to prohibit smoking when the center is operating.
		<input type="checkbox"/> 117. Take necessary action to free the center of infestation by rodents and insects, provide documentation.
7/8/2015	4/1/2016	<input checked="" type="checkbox"/> 118. Obtain and maintain on file a current health certificate.
7/8/2015	3/3/2016email	<input checked="" type="checkbox"/> 119. Obtain and maintain on file a current fire certificate.
7/8/2015	4/1/2016	<input checked="" type="checkbox"/> 120. Maintain on file the life/hazard use registration certificate applicable to licensed capacity/ages served.
		<input type="checkbox"/> 121. Conduct and document monthly fire drills during each session provided at the center and evacuate all children within 3 minutes.
		<input type="checkbox"/> 122. Ensure the center's fire protective systems are operative at all times.
7/8/2015	4/1/2016	<input type="checkbox"/> 123. Develop and post prominently on every floor of the center an emergency plan including evacuation, disaster and lockdown procedures.
11/17/2015	2/19/2016	<input checked="" type="checkbox"/> 124. Post a diagram depicting: approved areas; evacuation routes; room identifications.
7/8/2015	7/8/2015	<input checked="" type="checkbox"/> 125. Ensure that all exits and egress areas are unobstructed, and exit doors are easily operable.
Notes: Remove loose rubble strip from bottom of emergency exit.		
		<input type="checkbox"/> 126. Ensure that illuminated exit signs and emergency lighting are operable at all times.
7/8/2015	2/19/2016	<input type="checkbox"/> 127. Ensure that fire extinguishers are serviced and tagged annually, and recharged if necessary.
		<input type="checkbox"/> 128. Remove excess storage and/or combustibles from the furnace room.
		<input type="checkbox"/> 129. Remove electric space heaters, portable liquid fuel-burning or wood-burning heating appliances.
		<input type="checkbox"/> 130. Arrange cribs, playpens and cots to provide access to an unobstructed 3-foot wide aisle that exits out.
		<input type="checkbox"/> 131. Provide and maintain in good condition: handrails on all stairs with 3 or more risers; guardrails on all open sides of landing with intermediate guards spaced no more that 4 inches apart.
		<input type="checkbox"/> 132. Install window guards, with approval of the local fire official, or provide an alternative method to ensure that children cannot fall out of windows.
		<input type="checkbox"/> 133. Comply with the New Jersey Uniform Construction Code (NJUCC)/Fire Code:
		<input type="checkbox"/> 134. Submit a copy of the final Certificate of Occupancy (CO) or Certificate of Continued Occupancy (CCO) that indicates the correct use group for the children served.
		<input type="checkbox"/> 135. Submit a copy of the Certificate of Approval, as issued by the local construction official, for changes in the building subject to the NJUCC requiring the issuance of a building permit.

**Environmental Safety**

7/8/2015	9/22/2015	<input type="checkbox"/> 136. Complete and submit a DCF Renewal Attestation Form with the center's previous DEP approval letter attached and any other environmental documents if applicable.
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Note: If number is checked, see attachment page(s) for clarification.



		<input type="checkbox"/> 137. Submit a No Further Action Letter (NFA) or Child Care/Educational Facility Approval Letter from the Department of Environmental Protection (DEP), or Response Action Outcome Letter (RAO) from a Licensed Site Remediation Professional (LSRP) indicating that no further action is needed for the site on which the center is located. [Note: Check the DEP website at <a href="http://www.state.nj.us/dep/dccrequest">www.state.nj.us/dep/dccrequest</a> for the most current information.]
		<input type="checkbox"/> 138. Submit a water supply certification indicating the center is serviced by a public community water system demonstrated through a copy of a current bill from that water company.
		<input type="checkbox"/> 139. Submit current documentation from the DEP, Bureau of Water System Engineering (BSDW), for centers not on a public community water system. [Note: Check the DEP, BWSE website at <a href="http://www.state.nj.us/dep/dccrequest/safedrink.html">www.state.nj.us/dep/dccrequest/safedrink.html</a> or call (609) 292-5550 for more information.]
		<input type="checkbox"/> 140. Ensure water tests are posted in each building.
		<input type="checkbox"/> 141. Submit a letter of prior uses from the municipality, county or state indicating whether the building has ever housed a use classified under the NJUCC, NJSA, 5:23, as: Group F (factory/industry); Group H (high hazard); Group S (storage); Group B (dry cleaner or nail salon); Group A (funeral home); or Group M (gas station.)
7/8/2015	11/17/2015	<input type="checkbox"/> 142. Submit a Safe Building Interior Certification or other approval issued by the DOH for centers: a) co-located with a dry cleaner or nail salon; b) with one of the prior uses: F, H, S, B (dry cleaner, nail salon), A (funeral home) or M (gas station); c) located in a building built in 1978 or earlier; or d) located near a known hazardous area. [Note: Contact DOH prior to taking action to confirm what is needed for your center. Call DOH at (609) 826-4923 or email DOH using the link at <a href="http://www.state.nj.us/health/eoh/tsrp/iep/ccc_ieha.shtml">www.state.nj.us/health/eoh/tsrp/iep/ccc_ieha.shtml</a> ]

Notes:

7/8/2015	2/19/2016	<input checked="" type="checkbox"/> 143. Test for the presence of radon gas in every room on the lowest floor used by children in each building and post the test results in a prominent location in each building.
		<input type="checkbox"/> 144. Provide documentation that the center: completed a lead paint risk assessment; follows an approved lead paint risk assessment management plan; verified the absence of a lead hazard; notified parents of a lead hazard; completed the recommended remedial action to alleviate the lead paint hazard.

Notes:

		<input type="checkbox"/> 145. Provide documentation that the center: follows an approved asbestos management plan; verified the absence of asbestos hazard; complies with the Asbestos Hazard Abatement subcode and DEP.
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**Building Maintenance**

7/8/2015	11/17/2015	<input checked="" type="checkbox"/> 146. Keep all surfaces clean and in good repair.
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Notes: see page 9

7/8/2015	2/19/2016	<input checked="" type="checkbox"/> 147. Replace, clean and/or secure all stained, broken and/or missing floor tiles and carpeting.
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Notes: A. Replace all broken floor tiles. B. Secure or remove area rugs.

		<input type="checkbox"/> 148. Replace, clean and/or secure all stained, broken and/or missing ceiling tiles.
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Notes:

		<input type="checkbox"/> 149. Eliminate moisture resulting from leaks or seepage.
		<input type="checkbox"/> 150. Maintain the building structure to prevent drafts, leaks and infestation.
		<input type="checkbox"/> 151. Provide screens on: doors and windows used for ventilation; crawl spaces; attic spaces.
		<input type="checkbox"/> 152. Provide safety glass/protective guards for windows and glass located within 36 inches above the floor.
		<input type="checkbox"/> 153. Ensure window blinds are in good repair and blind cords are inaccessible to children.
7/8/2015	2/19/2016	<input type="checkbox"/> 154. Provide protective covers for: electrical outlets; fluorescent tubes; incandescent light bulbs; fans.
		<input type="checkbox"/> 155. Provide and maintain suitable protective devices for radiators, steam and hot water pipes.
7/8/2015	2/19/2016	<input checked="" type="checkbox"/> 156. Provide/maintain mechanical ventilation: in operating condition; clean; unobstructed; replace filters.

Notes: Clean ceiling vents throughout both buildings.

		<input type="checkbox"/> 157. Raise temperature to a minimum of 68 degrees Fahrenheit in all rooms used by children.
		<input type="checkbox"/> 158. Increase light in specific areas:

Notes:

		<input type="checkbox"/> 159. Provide 1 of the 4 monitoring options listed in the manual.
		<input type="checkbox"/> 160. Ensure that doors in all interior rooms designated for use by children remain unlocked.
		<input type="checkbox"/> 161. Ensure shelving is secure and not overloaded, and appliances are secured to a stable surface.
		<input type="checkbox"/> 162. Pad lally columns in areas used by children to a height of 48 inches (EC) and 72 inches (SA).
		<input type="checkbox"/> 163. Ensure that stairways are free of tripping hazards.
		<input type="checkbox"/> 164. Provide a barrier extending at least 5 feet above floor level.

Note: If number is checked, see attachment page(s) for clarification.

7/8/2015	11/17/2015	<input checked="" type="checkbox"/> 165. Repair and/or paint surfaces in specified areas:
Notes: Paint all walls and ceiling where paint is missing and chipping throughout both buildings.		
		<input type="checkbox"/> 166. Maintain indoor/outdoor garbage receptacles as follow: covered; emptied as needed; leakproof; clean.
11/17/2015	2/19/2016	<input type="checkbox"/> 167. Ensure that indoor and outdoor equipment is sturdy, safe and free of hazards.
Notes: Ensure that the leg of the activity table in room 2 of Bldg B is repaired or the table is removed. The table is not sturdy.		
<b>Outdoor Play Area, Equipment and Maintenance</b>		
7/8/2015	4/1/2016	<input checked="" type="checkbox"/> 168. Provide and maintain in good condition a fence, enclosure or other barrier for the outside play area.
		<input type="checkbox"/> 169. Provide a barrier, in addition to the fence, for outdoor play areas exposed to vehicular traffic.
		<input type="checkbox"/> 170. Grade or provide drains for the outside play area.
		<input type="checkbox"/> 171. Ensure that outdoor areas and play equipment are free from stagnant water.
7/8/2015	4/1/2016	<input checked="" type="checkbox"/> 172. Provide and maintain play equipment to meet public playground design standards (ASTM F-1487) as specified by the Consumer Product Safety Commission (CPSC). (Not for profits by 10/18/14)
		<input type="checkbox"/> 173. Ensure play equipment is specifically age-appropriate for the ages served.
7/8/2015	2/19/2016	<input type="checkbox"/> 174. Repair or remove broken/rusted toys in the outdoor play area.
7/8/2015	3/15/2017	<input checked="" type="checkbox"/> 175. Provide and maintain resilient surfacing (ASTM F-1292) and use zones under all play equipment that subjects children to a fall as specified by the CPSC.
		<input type="checkbox"/> 176. Ensure that any community playground equipment used by the children complies with applicable provisions of the Playground Safety Subcode.
		<input type="checkbox"/> 177. Ensure the safety of the children on route to the outdoor play area.
Notes:		
		<input type="checkbox"/> 178. Remove debris and overgrown vegetation in the outdoor play area.
		<input type="checkbox"/> 179. Ensure that hazardous plants are not kept in the center or near outside areas used by children.
		<input type="checkbox"/> 180. Ensure that sand in the outdoor play area is asbestos-free and maintained in a sanitary manner.
		<input type="checkbox"/> 181. Ensure pesticides are not applied in or around the center during operating hours and all toys and non-permanent play equipment are removed before application.
		<input type="checkbox"/> 182. Provide 350 square feet of outdoor space for 10 children and 35 square feet for each additional child.
		<input type="checkbox"/> 183. Limit the number of children using the outdoor play area to the maximum capacity.
		<input type="checkbox"/> 184. Cease using dump and fill wading pools.
		<input type="checkbox"/> 185. Ensure swimming pools/natural bathing places used by children comply with applicable provisions of the Public Recreation Bathing Rules, as specified in NJAC 8:26, and with applicable provisions of the Building Subcode and Barrier-Free Subcode of the NJUCC, as specified in NJAC 5:23.
		<input type="checkbox"/> 186. Ensure that children using swimming pools or natural bathing facilities are supervised in accordance with applicable provisions of the N.J. Youth Camp Safety Act rules, as specified in NJAC 8:25.
		<input type="checkbox"/> 187. Provide lighting in parking areas, walkways and other exterior areas used by center occupants at night.
		<input type="checkbox"/> 188. Take necessary action to remove outdoor hazards.
Notes:		

***ALERT:*** Effective 8/6/14, stackable cribs are prohibited. For more information on crib safety and safe sleep environments for infants, refer to CPSC's crib information center at [www.cpsc.gov/info/cribs/index.html](http://www.cpsc.gov/info/cribs/index.html).

☐ See attached Transportation Inspection/Violation page.

Inspector(s) Name(s)

K. Smith CCQAI2  
J. Thiel CCQAI2 8/21/15



#	Date Cited	Date Abated	Inspection/Violation Report Attachment	
4	7/8/2015	2/19/2016	Develop a system to ensure children are tracked at all times including when on the playground. 8/21/15: Staff unsure of the tracking method that is to be used. Retrain and submit retraining document too OOL with staff signatures.uer62	Delete
35	7/8/2015	11/17/2015	Two children in the toddler room were too big for the bucket seats in the feeding table. Ensure children are in appropriate size furniture.	Delete
37	7/8/2015	5/9/2016	Ensure all sip cups are label with the child's first and last name.	Delete
46	7/8/2015	11/17/2015	Ensure all linens and blankets are stored separates. If stored between cots insure that the linen are not touching.	Delete
55	7/8/2015	3/15/2017	Train all staff in regulations regarding notification of parents and documentation of time parent's are notified. Submit of OOL the outline and the staff attendance for the training. 8/21/15: A recent accident report reviewed revealed that staff are still not contacting the parents after and injury that requires immediate parental/guardian contact. Retrain and submit staff signed retraining document to OOL.	Delete
89	7/8/2015	4/1/2016	Obtain from parents blanket permission slips for walks.	Delete
91	7/8/2015	4/1/2016	Ensure staff use two step method to clean diaper mats. Train staff in regulations in the two step method. Submit to OOL training outline and staff attendance form. 2/19/16: Ensure that two step process is implemented. Bottle labeled bleach and water contained no bleach. Retrain staff and ensure that bleach and water solution is made daily.	Delete
93	7/8/2015	2/19/2016	Ensure children wash their hand with soap and running water after diaper changes. Train staff in regulations of hand washing and submit to OOL training outline and staff signed attendance form.	Delete
94	7/8/2015	4/1/2016	Ensure staff wash their hands with soap and running water after changing diapers. Train staff in regulation of hand washing and submit to OOL training outline and staff signed attendance form. 8/21/15: Interviews revealed that staff are not using the correct 2 step process. Retrain staff immediately. 2/19/16: staff not washing hands after wiping noses; staff cross contaminating by not removing dirty gloves into dirty diapers. Retrain	Delete
112	7/8/2015	11/17/2015	Ensure door to kitchenette is closed to ensure children cannot reach microwave.	Delete
118	7/8/2015	2/19/2016	Obtain certificate for bldg. B	Delete
119	7/8/2015	2/19/2016	Obtain certificate for bldg B 3 james street	Delete
120	7/8/2015	4/1/2016	Obtain cerfificate for Bldg A 11 hanover street	Delete
123	7/8/2015	4/1/2016	Building B	Delete
175	7/8/2015	3/15/2017	Repair the surfacing in the bldg A playground where the surface is concaved to avoid a tripping hazard.	Delete
11	8/21/2015	2/19/2016	Ensure that the center's current license is posted in both buildings	Delete
18	8/21/2015	11/17/2015	Ensure that there are 4 areas and 4 articles for children ages 0-18months, and 5 areas and 5 articles for children 18-5 years of age. Classrooms in bldg. B lacked areas and supplies that are kept in reach of children at all times.	Delete
5	8/21/2015	11/17/2015	There were 4 infants and one school aged child with one staff person in the infant room when 2 staff were required to meet ratios. There were 2 staff with 3 children ages 12-24 months when only 1 staff was required to meet ratios. Retrain staff so that they are ensuring correct ratios at all times. Submit retraining document with staff signatures to OOL.	Delete
3	8/21/2015	11/17/2015	Staff allowed a school aged child to walk around the building unsupervised. Although the school aged child was the son of a staff person, all children must be directly supervised at all times. Retrain staff on correct supervision and submit retraining document with staff signatures to OOL.	Delete
146	8/21/2015	11/17/2015	Ensure that the walls in the center are kept clean.	Delete
168	8/21/2015	4/1/2016	Ensure that the fences in both play areas are cleaned and and that chipping paint is sanded and then repainted. 11/17/15 although the fence was repainted, there are fence slats that are broken and must be repaired or replaced.	Delete
172	8/21/2015	4/1/2016	Ensure that documentation is submitted for all pieces of climbing equipment, and that all climbers are cleaned.	Delete
101	11/17/2015	4/1/2016	Ensure all staff pocketbooks are kept out of the reach of children at all times.	Delete
124	11/17/2015	2/19/2016	Ensure that all diagrams have the fire extinguishers and pull stations depicted clearly.	Delete
143	7/8/2015	2/19/2016	Preschool building was tested for radon in 2014 but the radon was conducted only in the basement when the test is required to be conducted in every room on the lowest level that children use.	Delete
78	11/17/2015	2/19/2016	Ensure that all children and staff are signed in and out daily, and maintain the sign in/out sheets daily.	Delete
29	11/17/2015	4/1/2016	Ensure that all opened juice containers are kept in the refrigerator until they are ready to be consumed.	Delete
29	11/17/2015	4/1/2016	Ensure that all lunch boxes are either kept in the refrigerator or a ice pack is kept inside the lunch box which is maintained closed at all times.	Delete
125	11/17/2015	2/19/2016	Ensure that excess mattresses and strollers are kept out of the egress area which leads to the front of Bldg. B.	Delete
146	2/19/2016	5/9/2016	Wash all safety straps in bucket seats.	Delete
118	11/17/2015	4/1/2016	11 hanover st.	Delete
119	11/17/2015	4/1/2016	11 hanover st.	Delete

#	Date Cited	Date Abated	Inspection/Violation Report Attachment	
30	4/1/2016	7/5/2016	On the day of the inspection a child's bottle was found in their cubby with curdled milk. Interviews with the staff indicate that the milk was not from that morning and they are unsure as to where it came from. Ensure that any left over milk/formula is either discarded or placed away for the child's parent to take home. Retrain staff and submit retraining document with staff signatures to OOL.	Delete
71	5/9/2016	3/15/2017	Ensure that staff in the infant toddler building are retrained in meeting the needs of a child. Several toddlers on the playground had dirty faces and mucous running from their noses and the staff did not clean them until another staff person came to the playground to see if she needed any help. Only then did a staff person retrieve tissues to clean the children. Retrain staff and submit retraining document with staff signatures to OOL.	Delete
172	5/9/2016	1/5/2017	Toddlers under the age of 2 were observed on the climbing equipment that is meant for children 2-5. Staff person o the playground was observed sitting down and not near the climber when the toddlers were using stairs to climb which were age appropriate. Retrain staff and submit retraining document with staff signatures to OOL.	Delete
168	5/9/2016	3/15/2017	Ensure that the fence in the playground adjacent to the preschool building is fixed. Several of the wooden slats are broken and have rough/sharp edges within the reach of children.	Delete
172	7/5/2016	3/15/2017	Ensure that the raised blue climber in the infant toddler play area is removed. Equipment is not age appropriate and their is not enough resilient surfacing beneath the green carpet covering the ground.	Delete
				Delete
				Delete
				Delete
			Center Director was asked to submit an action for outstanding violations. Ensure that the action plan includes a date in which the center will abate the open violation.	Delete
				Delete